



6411 B

Review Committee and Procedures

Regulation 6411 B

Original Adoption: 09/25/1973

Effective Date: 04/15/2010

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I. PURPOSE

The purpose of this regulation is to establish the Learning Materials Committee for the selection of learning materials that support the District curriculum and educational goals, and to establish procedures for materials review and recommendation.

II. LEARNING MATERIALS COMMITTEE

- A. The Superintendent, or designee, shall appoint a learning materials committee once in a six year period in each curricular area charged with
1. establishing criteria for selection of material in the curricular area under review based on the standards, district educational beliefs, goals, district strategic plans and competent educational research;
 2. reviewing learning materials proposed for adoption or purchase;
 3. establishing pilot programs for the testing of materials, and evaluating pilot programs for their efficacy at meeting district goals;
 4. making recommendations for the adoption of curricula;
 5. creating lists of approved supplementary materials supporting the adopted curricula; and
 6. supporting schools in making decisions regarding the educational appropriateness of additional learning materials sought to be acquired by the school.
- B. The Superintendent, or designee, may appoint an interim Learning Materials Review Committee for review of supplemental materials between periods in the six year review cycle.
- C. The Superintendent, or designee, may designate District staff to coordinate and lead the work of the Learning Materials Committee.
- D. The Learning Materials Committee should have broad representation of members considering grade levels, geographic distribution, diversity of student body, school grade configurations and shall include:
1. classroom teachers;
 2. administrators; including a district level administrator on an ex officio basis;
 3. parents;
 4. secondary students (when secondary materials are considered);



5. the District curriculum area specialists, when their curriculum area is involved in the materials under consideration;
 6. representation of special education needs; and
 7. representation of bilingual student education needs.
- E. Recommendations from the Learning Materials Committee will be submitted to the Superintendent, or designee for approval prior to general publication.
- F. Lists of approved supplementary materials will be made available to schools for the purpose of guiding their acquisition of learning materials.
- G. The Learning Materials committee may consider any or all of the following in making their recommendations:
1. examination of the materials;
 2. published reviews of the materials;
 3. recommendations from teachers and administrators;
 4. published recommended lists from reliable sources;
 5. standard bibliographic tools;
 6. appropriateness for special education adaptation;
 7. appropriateness for bilingual student education adaptation.
- H. The Learning Materials Committee may, after preliminary screening of materials, invite selected external resources, including vendors, to assist in further study of the materials.
1. Vendors may make a presentation to the entire committee at a regularly scheduled committee meeting.
 2. Interviews with publisher's representatives are not mandatory.
 3. The committee is authorized to determine which, if any, vendor shall be invited to make a presentation, and to determine the conditions, including time limits, for such presentations.
- I. The Learning Materials Committee may make retention or deletion determinations regarding materials under review for either the primary curricula or supplementary materials lists in one of the following ways:
1. a recommendation that the material be declared "non-active, useable" signifying:
 - a) a school may choose to continue to use the materials;
 - b) no further purchases of additional copies shall be made.
 2. a recommendation that the material be declared "supplemental", signifying:
 - a) the materials are still useful, but not the primary set of materials adopted by the District;



- b) a school may choose to use its own budget to make additional purchases of the materials for supplemental use.
- 3. a recommendation that the material be declared “obsolete”, signifying:
 - a) the materials are no longer to be retained by the school, and materials will be removed at the close of the school year;
 - b) no further purchases of the material shall be approved.

Cross References:

MPS Policy 5700 (Special Education)

MPS Policy 5750 (Disability Nondiscrimination)

MPS Policy 6200 (Curriculum)

MPS Policy 6280 (Bilingual Student Education)

MPS Policy 6411 (Learning Materials and Resources)

MPS Regulation 6411 A (Criteria for Selection)